

October 29, 2002

Volume 1, Issue 1



# FAA Procurement News

## Featured Organization

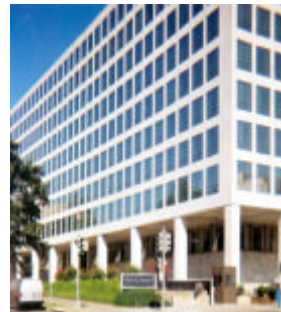
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This first edition of the Procurement News features activities of the Procurement Support and Information Services Branch, ASU-110. In future editions there is an intent to feature different organizations in regions, centers, and headquarters. The purpose of this newsletter is to serve as a means of enhancing communication between procurement organizations and other interested parties on procurement matters.

The ASU-110 Branch is located in the Acquisitions Policy Division of the Office of Acquisitions. Our vision is "In a changing acquisition environment to provide excellent procurement and information service to internal and external customers". Our mission defining activities include:

\*Serve as the Agency's



FAA Headquarters in Washington, DC  
FOB10A.

focal point for information on procurement policy and guidance, and participate in originating and updating procurement policy, guidance, and contract clauses in the Federal Aviation Administration Acquisition System Toolset (FAST).

\*Serve as the central source of Agency procurement data.

\*Coordinate the reporting of mandated procurement reports required by law and Ex-

ecutive orders.

\*Serve as the system administrator for selected procurement tools such as Contract Write, Contract Opportunities, Lessons Learned Data Base, and the Past Performance Data Base that is managed by the National Institutes of Health (NIH).

\*Provide Inter and Intra FAA liaison to groups that include the DOT Procurement Management Council (PMC), Government-Industry Data Exchange Program (GIDEP), and perform Contracting Officers Technical Representative (COTR) on selected contract.

Highlights of events in the ASU-110 are contained in the articles that follow.

## Who We Are

The Manager, Procurement Support and Information Services Branch is Alphonso J. Barr. Al Barr can be reached at 202-267-8900. Contact person for specific topics are as follows:

Tim Ashley at 202-267-8554.

\*Procurement policy, guidance and contract clauses,  
\*Contract Writing and Contract Opportunity Database Administrator and contact for systems password,  
\*Liaison with ARA-5 and AGC-500 on Small Business Matters,  
\*FY 2002 Survey on Effectiveness of Procurement Tool.

Mena Buster at 202-267-3249

\*Procurement policy, guidance and contract clauses,  
\*Plan Procurement Power Hour,  
\* POC for any issues related to environmental issues including E.O. 13101 and 13123,  
\*POC for Purchase Card Issues,  
\*POC for Quality Fastener Act and SUPS with Martha Weaver and Yvonne Evans.

Yvonne Evans at 202-267-8836

\*Procurement policy, guidance and contract clauses,  
\*GIDEP Coordinator & COTR  
\*POC Systems and Parts Obsolescence Management

\*Contract Writing & Contract Opportunities contact for systems password (Alternate).

Yvonne Joseph at 202-267-8638

\*Procurement policy, guidance and contract clauses,  
\*IPLT AMS 3.0 Rewrite,  
\*AMS Policy & Guidance Reviewer.

David Peterson at 202-267-3596

\*Procurement policy, guidance and contract clauses,  
\*ACQUIRE Reporting & Analysis,  
\*PRISM Purchasing team member,  
\*Closeout Contract Audit database,  
\*POC FAA Enterprise Architecture - Contract Management.

Ross Parker at 202-267-7527

\*Procurement policy, guidance and contract clauses,  
\*Contractor Performance System (CPS),  
\*POC for new Security guidance, policy and clauses.

Ralph Randall at 202-268-8903

\*Procurement policy, guidance and contract clauses,  
\*In-Plant Contract Support Services (IPCSS) COTR & Program Manager,  
\*Section 508  
\*Lesson Learned database,  
\*AMS instructor,  
\*Facilitator,  
\*Diversity member,

\*NBCFAE HQ President

Aileen C. Stafford at 202-267-9674

\*Procurement policy, guidance and contract clauses,  
\*Contract Closeout COTR,  
\*PRISM Purchasing team member,  
\*ACQUIRE Reporting (Alternate),  
\*Create and maintain forms within the FAST Procurement Toolbox,  
\*POC for mandated Annual Reports: DOL, DOE, & DOT,  
\*Contract Writing & Contract Opportunities contact for systems password (Alternate).  
\*POC FAA Enterprise Architecture - Contract Management  
\*ASU-110 Procurement News Letter,  
\*MWE ASU-100 Representative.

Martha Weaver at 202-267-8387

\*Procurement policy, guidance and contract clauses,  
\*Liaison with ARA-5 and AGC-500 on Small Business Matters (Alternate),  
\*Suspected Unapproved Parts Team member  
\*Section 508 (Alternate).

Feel free to contact us for any questions or concerns you may have.



### Mandated

### Require Reports

*The Randolph*

*Sheppard*

*Vending*

*Facilities Report*

*is due 6 January 2003.*

## Quick Facts on Section 508 of the Rehabilitation Act

June 2001, DOT Secretary Norman Mineta signed "Access to Electronic and Information Technology Policy Statement"

*"With the passage of recent amendments to Section 508 of the Rehabilitation Act, we must also ensure that the Department's electronic and information technology (EIT) meets specific accessibility standards for people with disabilities, including both employees and the customers we serve, procure, maintain or use EIT."*

June 2001, FAA, Administrator Garvey approved an update to Acquisition Policy Statement, paragraph 3.2.2.9.

July 2001, AMS Procurement Guidance / T3.2.2 Source Selection was revised to include the guidance requirement for EIT.

November 2001, Section

508 Procurement Standard Operating Procedure (SOP) completed Region, Center and Headquarters coordination.

March 2002, the Section 508 Procurement SOP was updated by a work-group comprised of region, center and headquarters procurement employees. The group's significant accomplishment was the inclusion of pre-award contract tools.

September 2002, Five Section 508 Train-the-Trainer Training Module developments were completed. The 5 modules are self-contained and designed for 25 participants.

\*FAA History and Application of Section 508 (45 minutes)

Primary Audience: managers, employees.

\*FAA 508 Procurement and Acquisition Guidance (2 hours).

Primary Audience: requiring officials, procurement personnel.

\*FAA Software Application

and Operating Systems (2 hours).

Primary Audience: program managers, software developers.

\*FAA Video and Multimedia Products (2 hours)

Primary Audience: requiring officials, content developers.

\*FAA Web-Based Internet and Intranet Information and Application (4 to 5 hours).

Primary Audience: program managers, web masters, web developers, content developers.

Tentative Training dates and locations are subject to change based on resources, availability, and necessity.

October 02 - ACT and MMAC, December 02-AGL,

November 02 -AEA, and ACE, January 03 -HQs.

Any Questions <http://intranet.faa.gov/aio/508/index.cfm> or Ralph at [Ralph.Randall@faa.gov](mailto:Ralph.Randall@faa.gov).

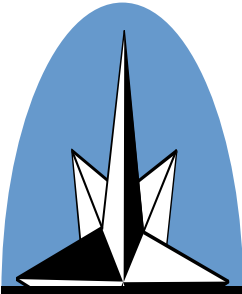
## Question - Agreements

Question:

Do Logistics Management Specialists and Logistics Program Coordinators have the authority under their \$50,000 warrants to

sign interagency agreements, reimbursable agreements, and memorandums of agreement on behalf of the FAA?

See page 8 for the answer.



**DOL - Service  
Contract Act  
Health and  
Welfare Fringe  
Benefit Changes**

***Effective 1 June  
2002 the new  
SCA health and  
welfare benefit  
rate will be \$2.15  
per hour or  
\$86.00 per week  
or \$372.67 per  
month. For a  
hard copy see  
[http://www.dol.gov/esa/regs/  
compliance/whd/  
Memo\\_195.htm](http://www.dol.gov/esa/regs/compliance/whd/Memo_195.htm)***

## AMS

Guidance, and policy changes in the AMS update since the 3rd Quarter 2002.

T3.1.5 Conflict of Interest (Yvonne Joseph),  
T3.1.7 Organizational Conflict of Interest (Yvonne Joseph),

T3.2.2 Source Selection (Yvonne Joseph),

T3.2.3 Cost and Price Methodology (Yvonne Joseph),

T3.2.4 Types of Contract (Yvonne Joseph),

T3.6.2 Labor Laws

(Martha Weaver),

T3.8.1 Agreements, Cooperative Agreements, Gifts and Bequests (Tim Ashley),

T3.8.4 Required Sources of Products/Services (Yvonne Joseph),

T3.10.1 Contract Administration (Yvonne Joseph),

T3.10.4 Quality Assurance: Construction Non-Conforming Parts (Martha Weaver),

T3.10.9 First Article, (Yvonne Joseph),

T3.13.1 Administrative

Matters: Reports (Aileen Stafford),

Procurement Toolbox Forms (Aileen Stafford).

### Clauses changes

3.14-1 Security Requirement-Classified Contracts (Ross Parker)

3.14.-2 Contractor Personnel Suitability Requirements (Ross Parker).

## Suspected Unapproved Parts (SUP's)

There is a growing issue and concern across all aspects of industry with suspected Unapproved Parts (SUP's). As a part of this concern Congress passed the Fastener Quality Act, Public Law 101-592, as amended by Public Law 104-113. ANI is working with ASU in developing an acquisition criterion. Field awareness workshops are very important to ANI in order to show their personnel how to recognize, identify or see indicators of this type of problem.

The purpose of the training is to provide locally arranged contract workshops for identification of

SUP's Counterfeit Detection program for the FAA F&E Systems. Participants are field engineers and contracts/procurement personnel.

ANI conducts the training for the Suspected Unapproved Parts (SUP's) Counterfeit Detection program.

Workshops were completed at the Engineering Center in Arlington, VA., 2/21/02; Kansas City, 4/18/02; Fort Worth in 5/02/02; Seattle, 6/12/02; Atlanta, 8/14/02; and Los Angeles, 8/22/02. Training is scheduled for Anchor-

age, 10/09/02. The training for New York, Chicago, and Boston TBD.

For more information, please reach Martha at [Martha.Weaver@faa.gov](mailto:Martha.Weaver@faa.gov),

## GIDEP

### FAA CONTRACTS -

Are they in compliance with GIDEP?

In the FAST Guidance section T3.10.4 A.6, the Government Industry Data Exchange Program (GIDEP) is defined as a cooperative activity between Government and industry participants seeking to reduce or eliminate expenditures of time and money by making maximum use of existing knowledge. The program provides a means to exchange technical and in quality assurance, research, development, design, production and the operational phase of the life cycle of systems and equipment.

The primary objectives are to improve safety, reliability, quality, and logistics support. Contract requirements for GIDEP are contained in section 3.10.4.19. An example of requirements for regions are reporting Suspected Unapproved Parts (SUPS) on construction contracts. An example of major NAS contracts is implementing a Systems and Parts Obsolescence Management Program.

The Prescription states that GIDEP shall be used

in SIR's and contracts (a) over \$50M, or (b) for construction contracts for NAS application over \$2M, or © for office equipment and/or supplies for NAS application over \$1M.

please see Yvonne at Yvonne.Evans@faa.gov.



Government Industry Data Exchange Program (GIDEP)  
[www.gidep.org](http://www.gidep.org).

### Action Item

Secretary Mineta made a written commitment to Congressman Ken Calvert of the House of Representatives that FAA will explore with the GIDEP Program Manager and Program Directors, ways to enhance the exchange of data between GIDEP and the Department of Transportation. ASU-110 is taking the lead on this initiative in collaboration with DOT's operating Administrations.

For more information,



## FAST Toolset - Status of Action Items

1. *Change Search Engine to identify the latest change/revision first in search results. Status: Existing system won't accommodate this feature. In the future database this will be possible.*

We use an off-the-shelf search engine, Microsoft Index, which doesn't have the capability to automatically sort results from most to least recent dates or newest to oldest revision of documents. We aren't aware of an off-the-shelf search engine that sorts results chronologically, unless the site is in a database format or the search engine has been customized. We'd have to modify Microsoft Index to sort searches - at a cost that would outweigh the benefit. Instead, we're focusing on an upgrade to FAST that includes, among other things, converting the site to a database that will provide better search functions.

2. *Add instructions to the FAST query page to include string searches in quotations to ensure a more accurate search, i.e., "Small Business" will yield results only where the search string appears instead of all results for "Small" or "Business" appears. This will eliminate unrelated search results. Status: Rejected by ASU-120 for inclusion in existing system.*

The status was incorrect. We said this was possible, and we added search instructions.

3. *Include a Clause Index link button on the FAST homepage to provide the capability to go directly to the Clause Index in Contract Writing with Boolean Search capabilities. Status: Rejected by ASU-120 for inclusion in existing system.*

The status was incorrect. On the redesigned FAST homepage, we added a link to contract writing/clauses.

4. *In the redesign of the FAST Toolset, investigate the development of instructions to print specific pages of individual documents of Guidance and/or Policy. Status: Open item for new database.*

Printing from the on-line view is a browser function. We can't change this without spending money to have Netscape or Explorer customized. Again, the cost would outweigh the benefit. Documents can be downloaded into an Office application and then individual pages printed. The FAST upgrade will have features for page printing and downloading.

5. *Request the redesign of the FAST homepage topical listing to include the following*

*Guidance*

*Clause Index*

*Small Business Website Link*

*Forms*

*Security*

*Remove "Policy vs. Guidance - Defined" from FAST Homepage and include information in Appendix C - Definitions.*

*Status: Only recommendation accepted by ASU-120 was to add Security.*

AMS spans more than procurement. Other user groups, i.e., investment analysis, would probably also have a list of items for the home page. But everything can't be there and also keep the home page from becoming a visual and information jumble. We considered the structure of AMS and groups of users, and categorized information accordingly. The FAST upgrade will allow users to customize on-line views to only those areas they want to see, i.e., just procurement information.

6. *Create link from Toolbox Guidance, Paragraph B, Clauses to Contract Writing Clause Index and Paragraph C, Forms to Forms Template. Status: On-going Activity to be considered.*

We'll make the appropriate changes once we get the specific links.



### DOL & Wage

#### Rates

*To access the electronic DOL SF- 98, see <http://www.dol-esa.gov/sf98/>.*

## Purchase Request Information System (PRISM)

The FAA's new purchasing system, PRISM (Purchase Request Information System), is the new automated procurement management system, to replace its current purchasing system ACQUIRE. PRISM is a commercial-off-the-shelf (COTS) product developed by Compusearch, that will be installed in the FAA with interfaces to their financial system, DELPHI, and

their inventory system Logistics Inventory System (LIS).

The implementation of PRISM and DELPHI is scheduled for December 16, 2002. The cut-off date for using ACQUIRE will occur sometime in December. The Acquire Team will announce the exact date in the near future.

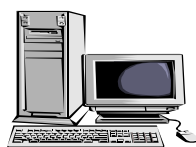
For information contact PRISM Product Team Lead Jack Rogers at Jack.Rogers@faa.gov or 202-267-7832.

## Past Performance Information Retrieval System (PPIRS)

The Past Performance Information Retrieval System (PPIRS) is a DOD system. The PPIRS contains over 17,500 records and its user list is constantly growing. Contractor Performance System (CPS), a NIH database, feeds information into the PPIRS so that agencies can share Past Performance information. PPIRS is maintained by DOD; however, each region, center, and headquarters Organizational Administrators (OA) can grant individual contractor officer (CO) access.

Ross Parker, POC for FAA, addresses headquarters CO PPIRS needs, i.e., grants access to the systems, address system problems and disseminate PPIRS information to the regions and centers. He

also serves as FAA liaison to DOD and DOT. DOT is currently funding use of the PPIRS for all modals.



Sources of data include National Institutes of Health (NIH) Contractor Performance System (CPS); the National Aeronautics and Space Administration (NASA) Past Performance Data Base; the Army's Past Performance Information Management System (PPIMS); Defense Information Systems Agency (DISA); the Defense Intelligence Agency (DIA); and the Contractor

Performance Assessment Reporting System (CPARS) used by Navy/USMC.

For more information and access to PPIRS and CPS contact your region OA. Regional OA's are Teresa Burgess, Ima Lamar, Karla Shaw, C.O. Shepard, Kim Bento, Barbara Garner, Brendal Welchel, Irene Medina, Mike Waite, Terry Mirro, Nadene Fontano, and Cheryl Thomas or contact Ross Parker, Headquarters' OA at Ross.Parker@faa.gov.

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*We are interested in hearing from you regarding this and future Procurement News issues. Send your information for topics, articles, ideas, comments and suggestions to me. Thanks.*

*Aileen C. Stafford, Editor*

Service is the lifeblood of any organization. Everything flows from it and is nourished by it. Customer Service is not a department.....it's an attitude.

## Answer - Agreements

While a warrant provides a delegation of the FAA Administrator's authority to enter into contracts and other agreements on behalf of the agency, this warrant can be superseded by the agency policy set out in the FAA Acquisition Management System (AMS). At Sec. 3.1.4, the AMS states that "contracts, agreements, and other transactions may be entered into and signed on behalf of the FAA by Contracting Officers (COs) only." In addition, the AMS procurement toolbox, while providing only

guidance and not mandatory policy, contemplates CO involvement at critical stages of the IA/MOA process, including modifications to an IA, planning for an IA or MOA pursuant to AMS Sec. 3.2.1 and the determination that the Economy Act is an appropriate legal authority for entering into a particular IA. Given this clear expression of policy and guidance, it appears that the authority to enter into IAs and MOAs, representing as it does a delegation of the FAA Administrator's authority to commit

agency resources, is restricted to COs within the limit of their warrants. This policy, I would add, represents sound business practice as it provides for a more coordinated commitment, oversight and accounting of agency resources than a system that disperses this authority more generally to non-COs. One final point: the question addressed the issue of MOAs in the context of the specialists'/coordinators' warrants of \$50k. There are, of course, many MOAs where money does not change hands,

such as agreements defining the respective responsibilities of FAA and another entity. It is arguable that some of these non-monetary MOAs, despite the language in AMS Sec. 3.1.4, would not require a CO's signature. In particular, where agreements fall into categories that are not considered to be acquisition matters subject to AMS, the FAA order permitting such agreements to be signed by those with equivalent authority (to the other entity's signatory) may apply.